

# The Introductory Award in Administrative Management



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The Introductory Award is accredited as a Level 2 qualification by the Regulatory Authorities in England, Wales and Northern Ireland. Holders of the Introductory Award may progress on to the Certificate in Administrative Management and beyond. The qualification is assessed through externally marked examinations and assignments and can normally be completed in 6 to 12 months, depending on the time you have available.

#### **Skills for Administrators**

This unit introduces administration in an organisational context. Key administrative skills including number skills, data presentation and effective business communication within the workplace are identified and the importance of effective business communication are examined.

#### Individuals within the organisation

This unit provides an appreciation of the people management functions within the organisation. Leadership and management concepts are introduced: the roles that groups and teams play in achieving organisational tasks, the importance of working effectively within a team and an understanding of the importance of self-management and continuing professional development are developed.

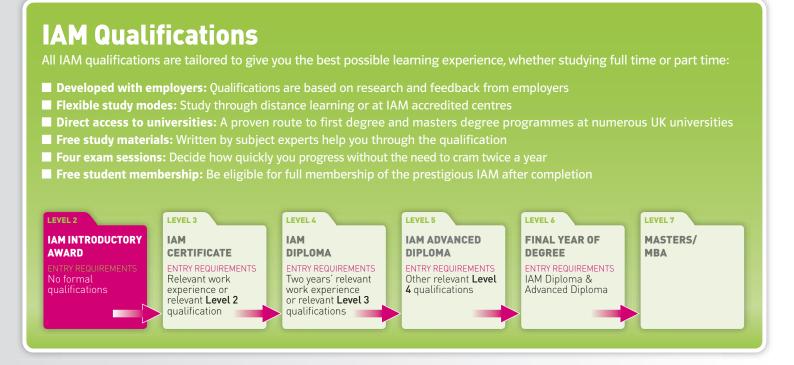
#### **Organisation Skills**

This unit addresses the range of problems faced by Administrators and Administrative Managers in the workplace. The different decision making techniques and support skills which can be used by Administrators and Administrative Managers to perform effectively and efficiently are assessed.

## Multiple choice examination and learning diary

Assessment for this qualification is in two parts. Evidence of the application of skills for employment and academic achievements will be recorded in a learning diary and a multiple choice examination demonstrating knowledge and skills will also be completed.

NEXT STEPS Full details of the Introductory Award in Administrative Management, including a detailed outline of the syllabus, fees and an application form are available from accredited centres or on the IAM website. www.instam.org



Established in 1915, the Institute of Administrative Management is the UK's leading professional body for practising and aspiring business managers at all levels. IAM members are professionals managing key operations for organisations in over 70 countries around the world. IAM qualifications and membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.

